

. . . . .

Class Specifications  
for the Class:

GROUPS AND GENERAL SERVICES SUPERVISOR II

Duties Summary:

Supervises several crews in the performance of a variety of activities such as grounds maintenance and landscaping, tree trimming, refuse collecting, janitorial services, and the cleaning of roadways, cemeteries and the parking areas; and performs other duties as required.

Distinguishing Characteristics:

A position in this class is responsible for scheduling and supervising a sizable number of workers engaged in a wide variety of tasks in scattered work locales. Because of the extensive nature of the activities, work is accomplished through several subordinate foremen.

Examples of Duties:

Plans, schedules and reviews the work of employees performing tasks such as cleaning, sodding, mowing, planting, trimming, weeding, pruning, fertilizing, etc., of grounds and landscaped areas; supervises the use of insecticides, fungicides and herbicides; supervises the installation and maintenance of sprinkler systems; supervises the propagation of plants; schedules and supervises refuse collection for State buildings and grounds; supervises the cleaning of State-owned streets and parking areas; supervises the janitorial services for the various rural civic centers on Oahu; requisitions supplies; sees that tools and equipment are properly used and maintained; trains subordinates and evaluates employees' performance; keeps records and prepares reports; may estimate time and labor costs; and performs other duties as required.

Knowledge and Abilities Required:

Knowledge of: Propagation, cultivation, planting, pruning and care of plants, flowers, trees, and lawns; methods of soil preparation for planting; fertilizers and their uses; plant diseases and pests and means of their eradication or control; proper usage and maintenance of power equipment and hand tools;

common equipment and materials used in janitorial work; safety practices; and principles and practices of supervision.

Ability to: Plan, schedule and coordinate the work of employees; estimate time and materials needed; maintain good working relationships with others; follow and give oral and written instructions; and keep records and prepare reports.

-----

This is the first specification for the new class GROUNDS AND GENERAL SERVICES SUPERVISOR II.

DATE APPROVED: June 5, 1969

(Mrs.) EDNA TAVARES TAUFASAU  
Director of Personnel Services